



MARYLAND
Department of Health

RENEWAL INSTRUCTIONS FOR MORTUARY TRANSPORT SERVICE

Board of Morticians and Funeral Directors

This serves as your Notice of Renewal for October 1, 2018 through September 30, 2020 permit period. This will ensure that the Maryland Board of Morticians of Funeral Directors [the Board] will be able to process your license before the expiration date of September 30, 2018. **A late fee of \$400.00** will be assessed, as noted in COMAR 10.29.04.02 (P) Fee Schedule, if the Board does not receive your application **on or before October 15, 2018.**

Please include a Letter of Good Standing from the Department of Assessment and Taxation, requested within the past 30 days. If you have any questions, please call the Department of Assessments and Taxation at 410-767-1353.

All Mortuary Transport Service Permit applications must include a complete Data Sheet for Registered Transporter who is currently employed with your company.

The Office of the Comptroller will review all licensees to determine if the renewal applicant has paid all monies due to the State. All issues must be resolved before a license can be issued. Please call the Office of Comptroller at 410-974-2434, if you have comptroller issues needing resolution. Please note that licenses cannot be renewed if the Board receives notification of unpaid debt.

Should you have questions, please contact Eula Gautreaux, Licensing Chief, at 410-764-4792.

NOTE: Hand delivered applications will NOT be accepted at the Board Office.